



Oregon Joint Force Headquarters

HUMAN RESOURCES OFFICE/HR

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<http://www.orport.ang.af.mil/>

BRAC affected units strongly encouraged to apply!

Announcement #AF07-364

SUPPLY TECHNICIAN

Statewide Air Technician Vacancy Announcement

Open Date: 20 June 2007

Closing Date: **11 July 2007**

Series/Grade: GS-2005-07

Salary Range: \$37,336 - \$48,536 Per Yr

AFSC: 2SXXX

PD#: 80371

Location: 142 FW, Portland, Oregon

Type of Appt: Excepted **X** Enlisted **X**

PCS: ***PCS is not authorized***

Areas of Consideration:

First Area: Current full-time support personnel of the Oregon Air National Guard.

Second Area: Current members of the Oregon Air National Guard.

Third Area: Current members of Oregon BRAC affected units eligible to become members of the Oregon Air National Guard.

Summary of Duties:

The primary purpose of this position is to manage, regulate, coordinate and exercise control over a wide variety of supply stock requirements. The incumbent is the base expert in matters relating to provisioning, stock control, management of excess requirements determination, and requisitioning. The incumbent assists in the preparation of the General Support Division (GSD) Operating Program and monitors the day-to-day execution of the unit stock fund operating program.

Method of Evaluating Qualifications:

Knowledge, Skills and Abilities (KSA)

Candidates will be evaluated on the KSAs listed below. In addressing each KSA you should describe, accurately and completely, the tasks, activities, education and experience which

demonstrates your possession of the KSA listed below. Also, **give the percentage of time or number of months you performed the KSA.** Include all military experience, qualifications or training in AFSC related to the position. Mere possession of an AFSC is not necessarily qualifying experience, months of actual experience is the qualifying factor.

APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING EXPERIENCE, KSAs:

General Experience

Experience in clerical or office work such as maintaining records; screening, reviewing, and verifying documents; searching for and compiling information and data; or work involved in the physical handling of supplies and equipment provided this gave the candidate some general knowledge of supply transactions and regulations, procedures, identification codes, etc.

Specialized Experience

On a separate sheet of paper, identify how you gained specialized experience required for this position. Applicants applying at the **GS-07** level must have **24 months experience in positions requiring AFSC 2S0X1** that demonstrate the following knowledge, skill, and abilities (KSAs):

1. Knowledge to establish requisitioning schedules that are synchronized with customer project schedules and stock fund operating plans.
2. Ability to assist the Stock Funds Manager with the preparation of the Automated General Support Operating Program (AGSOP), monthly Financial Management Board (FMB) analysis charts, and the analysis of trends directly related to the stock fund program.
3. Ability to coordinate, on an ongoing basis, with all base customers including aircraft maintenance, civil engineering, motor vehicle, communications, airfield management, geographically separated units, and others in order to properly assess their needs and learn of upcoming changes that may require phased-in provisioning.

Substitution of Education for Specialized Experience

Appropriate military training courses will be credited on a month for month basis.

Additional Desirable Qualities

The Oregon National Guard is seeking applicants for full time positions that are capable of recruiting additional members into both the Oregon National Guard and our full time workforce. Knowledge of our culture, our mission and vision, and the core values of the Oregon National Guard are essential in this endeavor. Be prepared to answer questions about the mission, vision and core values of the organization if selected for an interview.

Oregon National Guard Core Values

Loyalty, Integrity, Pride, and Professionalism (LIPP)

Oregon National Guard Mission

The Oregon National Guard will provide the citizens of the State of Oregon and the United States with a ready force of citizen soldiers and airmen, equipped and trained to respond to any contingency natural or manmade.

Oregon National Guard Vision

The Oregon National Guard, striving for excellence and focused on readiness.

Special Information

Unit of military assignment is **142 FW** in **AFSC: 2SXXX**. **Acceptance of a permanent or indefinite position with the Oregon National Guard will cause termination from any Guard recruitment bonus or Guard Paid Student loan.** A law enforcement background check may be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check. This is Dual-Status position and membership in the Oregon National Guard is required.

Current AGR members intending to remain AGR must submit the following:

NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position. Announcement number and position title must be annotated on this form.

Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (VMPF). Select 'Record Review', and then 'Print/View All Pages'. *Documents must show your ASVAB scores.*

Copy of current physical fitness assessment.

AGR applicants are also required to answer the Knowledge, Skills, and Abilities (KSAs).

IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION

• Hand delivered applications will be accepted in room 150 of JFHQ until 1630 of the announcement closing date.

- Applicants must type or print in legible dark ink, SIGN AND DATE each application.
- Be sure to include the announcement number and position title on your application.
- You may staple your application. Do not bind, tab, or use document protectors.
- Submit only single sided copies of all application documents submitted.
- Faxed applications required a cover page showing your name, the announcement number and the number of pages faxed at a minimum. Applicants are responsible for confirmation of receipt of all materials submitted.
- Applications mailed in government envelopes will not be accepted.
- When mailing your application it is recommended that you obtain a delivery confirmation receipt showing the date your application was mailed. **Applications postmarked after the closing date will not be considered.**
- The option to email your application is reserved for situations such as deployment, military schooling and extended TDY's. Prior approval is required for each application submitted.
- Government postage paid envelopes may not be used to submit resumes or applications.

Your comprehensive resume, OF 612 (Optional Application for Federal Employment) or a NGB 34-1 if applying, as an AGR must contain:

(In addition to specific information requested in the job vacancy announcement)

JOB INFORMATION

Announcement number, title, and grade(s) of the job for which you are applying.

PERSONAL INFORMATION

Full name, mailing address (with ZIP Codes) and day and evening phone numbers (with area code)

Country of citizenship (Most Federal jobs require United States citizenship.)

Reinstatement eligibility (If requested, attached SF 50 proof of your career or career-conditional status.)

Highest Federal civilian grade held (Also give job, series, and dates held)

AFSC(s)/MOS(s) you hold and your military rank.

EDUCATION

High school:

Name, city, and State (ZIP Code if known)

Colleges and universities:

Name, city, and State (ZIP Code if known)

Majors

Type of any degrees received (If no degree, show total credits and indicate whether semester or quarter hours.)

WORK EXPERIENCE

Give the following information for your paid and non-paid work experience related to the job for which you are applying: (Do not send position descriptions)

- Job title
- Duties and accomplishments
- Employers name and address
- Supervisors name and phone number
- Starting and ending dates (month and year)
- Hours per week
- Salary

Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

Job related training courses (title and year)

Job related skills, for example, other languages, computer software/ hardware tools, machinery, typing speed.

Job related certificates and licenses. (current only)

Job related honors, awards, special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested)

THE OREGON NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

SAMPLE RESUME FORMAT

Please read announcement/ KSAs carefully to ensure that all required information is provided. Contact HRO should you have any questions regarding what is required on your resume. There is no correct format as to how your resume should appear. Additional pages of your resume will include your Name and the Vacancy number on each page.

John P. Smith, IV

1234 Big Street Medium City, Any State 45678 H (555) 345-6789
emailname@Internetserviceprovider.org

Job Title announcement:

Announcement number: AR04-123A

ANY State Army National Guard

2/15/87 - 12/31/06

3rd Ranger Battalion

1234 Any Street , Any town, Any State 12345

(555) 123 – 4567

MAJ John Smith – Executive Officer

Job Title, Rank, GS-15, Step 09 (if Federal Position)

Starting pay: \$100,000 40 hours per week

Job Description (what your duties were / are). Please be specific.

Key accomplishments include:

- ✧ Planned and organized the armory maintenance function... Amount of time performed: 50%
- ✧ Revised maintenance schedule... Amount of time performed: 20%
- ✧ Prepared briefings for brigade... Amount of time performed: 10%
- ✧ Managed utilization and training of personnel... Amount of time performed: 20%

Big & Small Co.

2/15/64 – 2/14/87

78910 Main Street, Suite 100, Metro city, Any State 67891

(555) 234- 5678

Ms. Jane Smith - Account Manager

Your Job title

Starting pay: \$3.00 an hour 40 hours per week

Job Description (what your duties were / are). Please be specific.

Key accomplishments include:

- ✧ Maintained customer accounts... Amount of time performed: 70%
- ✧ Cold-calling for potential clients... Amount of time performed: 20%
- ✧ Additional duties: Computer maintenance... Amount of time performed: 10%